

United States Environmental Protection Agency POSITION DESCRIPTION COVERSHEET		1. DUTY LOCATION Atlanta, GA		2. POSITION NUMBER (b) (6)	
3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify this Position US OPM JFS for GS-0800, 11/2008					
b. Title		c. Pay Plan	d. Series	e. Grade	f. CLC
ENVIRONMENTAL ENGINEER		GS	819	13	001
4. Supervisor's Recommendation Environmental Engineer		GS	0819	13	
5. ORGANIZATIONAL TITLE OF POSITION (if any)			6. NAME OF EMPLOYER (b) (6)		
7. ORGANIZATION (Give complete organizational breakdown)			c. Planning and Business Operations Section		
a. U.S. ENVIRONMENTAL PROTECTION AGENCY			f.		
b. Region 4			g.		
c. Office of Policy and Management			h. Employing Office Location Atlanta, GA		
d. bus. ops & financial mgmt branch			Organization Code TOAFB000		
8. SUPERVISORY STATUS					
<input type="checkbox"/> [2] Supervisor or Manager. Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards. <input type="checkbox"/> [4] Supervisor. Position meets the definition of Supervisor in 5.U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG. <input type="checkbox"/> [5] Management Official. Position meets the definition of Management Official in 5.U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor/Manager or the definition of Supervisor in 5.U.S.C. 7103(a)(10). <input type="checkbox"/> [6] Lead. Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WLGE) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system. <input type="checkbox"/> [7] Team Leader. Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGE. <input checked="" type="checkbox"/> [8] All Other Positions. Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position.					
9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor			d. Typed Name and Title of Second-Level Supervisor (b) (6)		
standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.					
a. Promotion Potential <input checked="" type="checkbox"/> This position has no promotion potential <input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:					
b. PSB Risk Designation <input type="checkbox"/> 1 Low <input checked="" type="checkbox"/> 2 Moderate <input type="checkbox"/> 3 High Security Clearance Required: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		c. Financial Disclosure Form <input type="checkbox"/> OGE-450 Required <input type="checkbox"/> OGE-278 Required <input checked="" type="checkbox"/> No financial disclosure forms required		d. "Identical, Additional" (IA) Allocation This position <input type="checkbox"/> may be IA'ed <input checked="" type="checkbox"/> may not be IA'ed <input type="checkbox"/> is limited to current incumbent	
e. FLSA Determination <input type="checkbox"/> NONEXEMPT <input checked="" type="checkbox"/> EXEMPT* (*check exemption category) <input type="checkbox"/> Administrative <input checked="" type="checkbox"/> Professional <input type="checkbox"/> Executive		f. Functional Classification Code 94			
g. Bargaining Unit Code 1050		h. Check, if applicable: <input type="checkbox"/> Medical Monitoring Required <input checked="" type="checkbox"/> Extramural Resources Management Duties (<u>6</u> % of time) <input type="checkbox"/> This position is subject to random drug testing ()		i. Classifier's Signature M F M R	
j. Date 4/6/13					
11. REMARKS *ESTABLISH POSITION					

OPM-13-055

 OPM-14-025
(recruit)

INSTRUCTIONS

I. ITEMS

- 1) **DUTY LOCATION:** Show the geographical location of the position, e.g., Washington D.C., New York, NY, etc.
- 2) **POSITION NUMBER:** To be completed by Human Resources Office or Shared Service Center.
- 3) **CLASSIFICATION ACTION:** To be completed by Human Resources Office or Shared Service Center.
- 4) **SUPERVISOR'S RECOMMENDATION:** Show the title service (GS, WG, etc) series and grade recommended by the supervisor.
- 5) **ORGANIZATIONAL TITLE:** Indicate the organizational title of the position if any, e.g., Division Director, Team Leader, etc.
- 6) **NAME:** Name of Employee. If vacant, indicate "vacancy."
- 7) **ORGANIZATION:** Show the organizational designation of the position starting with the first subdivision under the EPA. Indicate the official organizational code for the lowest approved organization.
- 8) **SUPERVISORY/MANAGERIAL DESIGNATION:** To be completed by immediate supervisor.
- 9) **SUPERVISORY CERTIFICATION:** To be certified by the first and second line supervisors who are delegated the responsibility for assigning and reviewing work. Reference appropriate delegations, manuals, and guidelines for limitations on signatory authority. Approval by second line supervisors is not required if the immediate supervisor is an Assistant Administrator, Regional Administrator or Laboratory Director. Signing the position description is an important responsibility; any intentional false or misleading statement in this description or willful misrepresentation thereto is a violation of the law punishable by a fine of not more than \$10,000 or imprisonment of not more than 5 years, or both (18 U.S.C. 1001).
- 10) **OFFICIAL CLASSIFICATION CERTIFICATION:** To be completed by Human Resources Office or Shared Service Center.
- 11) **REMARKS:** To be completed by Human Resources Office or Shared Service Center.

II. ADDITIONAL INSTRUCTIONS

Type the duties and responsibilities of this position on plain bond paper and attach to this form.

For specific instructions on how to complete this form, please contact your Human Resources Office or Shared Service Center.

III. DISTRIBUTION

Original to official position description file in the Human Resources Office.
Copy to Official Personnel Folder (OPF)
Copy to Employee

Environmental Engineer
GS-0819-13

PURPOSE OF POSITION AND ORGANIZATIONAL LOCATION:

The primary purpose of this position is: To serve as an Environmental Engineer providing technical evaluation and analytical services supporting activities related to Regional scientific activities, strategic planning, program planning, Government Performance and Results Act (GPRA) compliance and performance management. The incumbent formulates and influences the Agency's decision-making process, exercising discretion and judgment when providing planning and management services to program divisions and staff support to the RA/DRA/ARA. The service and support are predominantly intellectual in nature and varied in scope and application to such a degree that they cannot be standardized.

The organizational location of this position is: Planning and Business Operations Section, Information Access, Integration and Systems Branch, Office of Policy and Management (OPM), Region 4, Environmental Protection Agency, Atlanta, Georgia.

ORGANIZATIONAL GOALS OR OBJECTIVES:

The organizational goals or objectives of this position are to provide technical and analytical support for activities related to strategic planning, program planning, Government Performance and Results Act (GPRA) compliance, performance management and program efficiency and effectiveness.

DUTY 1:

40%

Provides technical and analytical evaluations of Agency scientific activities at the Regional level. Develops goals and objectives that integrate organizational, programmatic and Section objectives. Researches, interprets, analyzes and applies environmental law, regulations, concepts and guidance that are applicable to the work. Assists senior scientists in the preparation and development of technical guidelines, standards, or other related issuances to be used Region- or Agency-wide. Participates in the review and evaluation of various Agency scientific activities at the Regional or Headquarters level to assess the technical quality and programmatic effectiveness of EPA activities. Provides technical support and assistance in support of program operations and activities by providing interpretation of scientific guidelines, standards, and practices. Assists other staff in coordinating segments or phases of programs and projects with other parts of the Agency or with other Federal or non-Federal agencies, including participating in the development of agendas, researching and preparing background materials for scientific hearings, meetings, conferences, and workshops and for providing assistance to facilitate collaborative experimentation and education programs. In this capacity, the incumbent attends such meetings as part of their professional development and growth, to keep abreast of major initiatives to key EPA issues both within and outside the Agency. The incumbent provides support and assistance to other staff on commitments or assignments resulting from such meetings. Contributes to studies for a wide variety of program initiatives and which may form the technical basis for new standards or program direction and an understanding of scientific health problems.

DUTY 2:**40%**

Evaluates Regional program operation and effectiveness. Serves as the Region's focal point for the Government Performance and Results Act, other accountability and evaluation processes, and tracking of strategic plan implementation and Regional initiative progress. These activities include tracking progress in meeting Regional environmental goals, economic and demographic analysis, environmental indicator analysis, workload models and budget development, evaluation of delegated state programs, and review of national and regional policies, strategies and regulations. Conducts analytical studies, evaluations, and management and organizational studies ranging in scope from national and Regional to state and site specific. Subjects range from operational effectiveness of a single program to long-range effects of environmental actions and policies on national, Regional, state, or local constituencies (both public and private). They include program, economic, and social impact analysis, the results of which often form the basis for new or amended national environmental policies. Leads a full range of scientific activities related to strategic and program planning. This includes providing guidance and analysis related to environmental problem identification, based on risk and other factors, and preparation of strategic plans in conjunction with EPA and state program managers. Also manages or participates in program evaluations with direct and extensive interaction with program divisions and, as necessary, state and municipal governments. Also provides staff support to RA/DRA/ARA.

DUTY 3:**20%**

Represents the Agency with a variety of functional area organizations. Establishes, develops, and maintains effective working relationships with high level officials within and outside of the Division and Region and in EPA Headquarters; high level officials of other Federal, state and local agencies; key representatives in private industry or public municipalities; engineering and environmental consultants; and officials in National, state and local environmental and public action groups. Meets with key customer and coordinating officials to assess customer satisfaction, explain organization policy and procedures, and resolve problems that arise. Participates in special projects and initiatives and performs special assignments. Identifies the need for special projects and initiates milestones and goals. Evaluates reports by analyzing facts and performing appropriate research and prepares detailed responses. Determines appropriate recommendations for unresolved or questionable problems and performs follow-up. Researches and determines or recommends appropriate actions or interpretation of issues that impact the organization or agency.

FACTOR 1: KNOWLEDGE REQUIRED BY THE POSITION**Level 1-8, 1550pts**

Knowledge of professional environmental engineering concepts, principles and practices applicable to the most complex technical projects and/or reports on cross-programmatic efforts and concerns. Knowledge and skill to adapt engineering practices, technology and methods in the development of project plans and strategies. Mastery of a wide range of qualitative and/or quantitative methods for the assessment and improvement of strategic planning and management systems, program goals and operations necessary to manage the Region 4 planning and management system. Comprehensive knowledge of the range of administrative laws, policies, regulations, and precedents applicable to the administration of one or more important public programs. Knowledge of Agency program goals and objectives, the sequence and timing of key program events and milestones, and methods of evaluating the worth of program accomplishments. Ability to plan, organize, and direct the functions and staff of a small to medium sized organization. Ability to communicate effectively, both orally and in writing.

FACTOR 2: SUPERVISORY CONTROLS**Level 2-4, 450pts**

The supervisor and employee develop a mutually acceptable project plan which typically includes identification of the work to be done, the scope of the project, and deadlines for its completion. Within the parameters of the approved project plan, the employee is responsible for planning and organizing the study, estimating costs, coordinating with staff and line management personnel, and conducting all phases of the project. The employee informs the supervisor of potentially controversial findings, issues, or problems with widespread impact. Completed projects, evaluations, reports, or recommendations are reviewed by the supervisor for compatibility with organizational goals, guidelines, and effectiveness in achieving intended objectives.

FACTOR 3: GUIDELINES**Level 3-4, 450pts**

Technical, regulatory and policy guidelines are often broad and nonspecific. The engineer is required to use resourcefulness and perception based on experienced judgment, to adapt or interpret general guidelines; to deviate from or extend traditional practices, methods, and techniques, or to resolve situations where precedents are not available or not applicable. Non-technical guidelines consist of general administrative policies and management and organizational theories which require considerable adaptation and/or interpretation for application to issues and problems studied. Administrative policies and precedent studies provide a basic outline of results desired, but do not go into detail as to the methods used to accomplish the project. Administrative guidelines usually cover program goals and objectives of the employing organization. Within the context of broad regulatory guidelines the employee may refine or develop more specific guidelines such as implementing regulations or methods.

FACTOR 4: COMPLEXITY**Level 4-5, 325pts**

Analyzes interrelated issues of effectiveness, efficiency, and productivity of substantive mission-oriented programs. Develops detailed plans, goals, and objectives for the long-range implementation and administration of the program, and/or develops criteria for evaluating the effectiveness of the program. Decisions concerning planning, organizing and conducting studies are complicated by conflicting program goals and objectives. Assignments are complicated by the need to deal with subjective concepts, the quality and quantity of actions are measurable primarily in predictive terms, and findings and conclusions are highly subjective and not readily susceptible to verification through replication of study methods or reevaluation of results. Options, recommendations, and conclusions take into account and give appropriate weight to uncertainties about the data and other variables which affect long-range program performance.

FACTOR 5: SCOPE AND EFFECT**Level 5-5, 325pts**

The incumbent analyzes interrelated issues of effectiveness, efficiency, and productivity of substantive mission-oriented programs. Develops detailed plans, goals, and objectives for the long-range implementation and administration of the program, and/or develops criteria for evaluating the effectiveness of the program. Decisions concerning planning, organizing and conducting studies are complicated by conflicting program goals and objectives. Assignments are complicated by the need to deal with subjective concepts, the quality and quantity of actions are measurable primarily in predictive terms, and findings and conclusions are highly subjective and not readily susceptible to verification through replication of study methods or reevaluation of results. Options, recommendations, and conclusions take into account and give appropriate weight to uncertainties about the data and other variables which affect long-range program performance.

FACTOR 6: PERSONAL CONTACTS**Level 6-3, 60pts**

Personal contacts include high level officials within and outside of the Division and Region and in EPA Headquarters; high level officials of other federal, state and local agencies; key representatives in private industry or public municipalities; engineering and environmental consultants; and officials in national, state and local environmental and public action groups. Such contacts may involve telephone or personal contacts, small group meetings and public meetings or presentations.

FACTOR 7: PURPOSE OF CONTACTS**Level 7-3, 120pts**

The purpose of contacts is to justify, defend, inform or negotiate in representing the program, in obtaining or committing resources, and in gaining compliance with established policies or regulations. Contacts often involve active participation in conferences, meetings, audits or presentations involving problems or issues of considerable consequence or importance to the program's functions. Contacts are also used to influence managers or other officials to accept and implement findings and recommendations on organizational improvement or program effectiveness. Incumbent may encounter resistance due to such issues as organizational conflict, competing objectives, or resource problems.

FACTOR 8: PHYSICAL DEMANDS**Level 8-1, 5 pts**

The work is primarily sedentary, although some slight physical effort may be required.

FACTOR 9: WORK ENVIRONMENT**Level 9-1, 5pts**

Work is typically performed in an adequately lighted and climate controlled office. May require occasional travel.

Total Points – 3290
GS-13 = 3155-3600

Extramural Resources Management Duties Checklist

This checklist must be used with all PDs to identify the percentage of time an employee is engaged in duties related to managing contracts, grants, cooperative agreements, and interagency agreements. For positions requiring performance of these duties for 25% or more of the employee's time, in addition to this checklist, such duties must also be described in the body (major duties area) of the PD.

Employee Information		Percentage of Time Spent on Extramural Resources Management	
Name	(b) (6)	X	This position has no extramural resources management responsibilities.
Position Number	(b) (6)		Total extramural resources management duties occupy less than 25% of time.
Title	Environmental Engineer		Total extramural resources management duties occupy 25% to 50% of time. These duties are indicated below and described in the position description.

Series/Grade	0819/13		Total extramural resources management duties occupy more than 50% of time. These duties are indicated below and described in the position description.
	9042 A 240		
Organization	Office of Policy and Management		

When this checklist is used as an amendment to a position description, the following signatures are required:

Supervisor's Signature	(b) (6)	Date	4/30/13
Personnel Specialist's Signature	MH WRC	Date	6/6/13

Part 1. Contracts Management Duties

			Monitors management and performance of
Pre-award:			delivery orders/work assignments after award
Plans Procurements			Defines scope of work for work assignments
Estimates Costs			Approves payment requests of ACH drawdowns
Obtains funding commitments			Manages cost-reimbursement contracts
Prepares procurement requests			Reviews invoices
Writes statements of work			Inspects and accepts deliverables
Reviews statements of work			Other (list)
Processes unsolicited proposals			
Responds to pre-award inquiries			
Participates in pre-award conferences			Close-out:
Conducts technical evaluation of proposals			Writes reports on contractor performance, costs, and tasks performed
Participates in debriefing/protests			Reconciles payments with work performance
Other (lists)			Closes-out payments
			Performs cost accounting
Post-award:			Provides assistance to Contracting Officer in settling claims
Prepares delivery orders			Other (list)
Reviews contractor work plans			
Reviews contractor progress reports			
Monitors government-furnished property			Percentage of Time Spent on Contracts Management
Monitors cost, management, and overall technical performance of contract after award			%

Continued

Part 2. Grants/Cooperative Agreements Duties	Advises Grants Management Office of potential
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			problems/issues
			Participates in decisions/actions to ensure
Pre-application/Application:			successful project completion and in decisions to
Prepares solicitation for proposals			impose sanctions
Identifies potential grantees for area of program emphasis			Approves payments requests or ACH drawdowns
Makes initial determinations (whether project is procurement or assistance, whether agency has legal authority, whether applicant is eligible, whether funding is available, etc.)			Reviews requests for modifications, additional funding, etc., and makes recommendations to Grants Management Office
Provides administrative information to applicants			Negotiates amendments
Determines appropriateness of applicant's workplan/activities/budget and compliance with regulations and guidelines and negotiates changes with applicant			Reviews Cost/Price/Analysis for recipient contracts/change orders (Superfund only)
Assists applicant in resolving issues in application			When necessary, recommends termination of the agreement
For cooperative agreement, determines substantial Federal involvement and develops a condition for agreement			Resolves with Grants Management Office administrative and financial issues
Negotiates level of funding			Conducts periodic reviews to ensure compliance with agreement
Conducts site visits to evaluate program capability			Other (list)
Serves as resource to Selection Panel			
Informing applicants of funding decisions			Close-out:
Other (list)			Certifies deliverables were satisfactory and timely
			Provides assistance to recipients and Grants Management Office to ensure timely close-out
Award:			Reconciles payment with work performed
Prepares funding package, including Decision Memorandum			Notifies recipient of close-out requirements
Obtains concurrences/approvals			Obtains legal assistance if necessary to resolve incomplete close-out
Reviews/concurs in completed document			If project is audited, responds to issues and ensures recipient complies with audit recommendations
Establishes project file			Other (list)
Other (list)			
			Percentage of Time Spent on Grants/Cooperative Agreements Management
Project Management/Administration:			
Monitors recipient's activities and progress			
Reviews reports and deliverables and notifies recipient of comments			
Provides technical assistance to recipients			
Part 3. Interagency Agreements Duties			
Pre-Agreement:			Monitors cost management and overall technical performance
Plans and negotiates work effort			Participates in decisions about project modification/termination
Estimates costs			Conducts periodic review of Superfund State Contracts payments receipts (Superfund only)
Obtains funding commitments			Inspects and accepts deliverables
Prepares commitment notice			Other (list)
Writes or reviews scope of work			
Responds to pre-agreement inquiries			Close-out:
Participates in pre-agreement conferences			Reviews final report
Coordinates with appropriate staff in developing Independent Government Cost Estimates (IGEs)			Decides on disbursement of equipment
Negotiates and ensures execution of Superfund State Contracts (Superfund only)			Reconciles payments with work performed
Performs technical evaluation of work plan and budget			Reviews Superfund State Contracts to ensure full reimbursement (Superfund only)
Prepares funding package and obtains necessary concurrences			Certifies deliverables
Other (list)			Resolves close-out issues with Grants Management Office/other agency
			Other (list)
Project Management/Administration:			
Reviews progress reports/financial reports			Percentage of Time Spent on Interagency Agreements Management:
			%



United States
ENVIRONMENTAL PROTECTION AGENCY
Washington, DC 20460

Position Risk Designation Checklist

AAship/Region: Region 4 Type of Action: _____ SF 52 Request No.: _____

Position Title/Series/Grade: Environmental Engineer/0819/13

Full Performance Level (FPL) of Position: 13

(Risk designation is based on FPL)

Functional Title (if applicable): Regional Planner

(Position's primary function, e.g., official position title may be Life Scientist, but function may be Permit Writer)

Funding: A fingerprint check and, if needed, a background investigation will be funded through your Working Capital Fund (WCF) Service Agreement. Please provide the Service Agreement No.: 12BV04A0013. (Your Service Agreement Account Owner can help you with this.) **Please Note:** This SF 52 action will not be processed unless the service agreement number is provided.

DIRECTIONS: Hiring officials or supervisors must complete this form for all personnel actions (appointments, details, promotions, reassignments, recruitments) involving a change in position description exceeding 180 days. The completed form will help the Personnel Security Branch (PSB) determine the position's appropriate risk level. This form must be submitted with the SF 52 package. Answer all "Yes/No" questions based on the FPL position description. Where explanations are requested, attach additional pages, as needed. If you have questions, please contact your local HR representative or service center.

1. Has the risk level of this position already been designated at the full performance level? ☐ Yes ☒ No
What is the name of the incumbent of the above position? _____

If you answered "Yes" to question 1, please skip all remaining questions, print pages 1-2, and sign and date the form.

2. Is the position one of the following predesignated positions? ☐ Yes ☒ No

If "Yes," please indicate the position below, answer question 3, skip remaining questions, print pages 1-2, and sign/date the form.

NOTE: Unless otherwise specified, these predesignations are effective up to and including Grade 13. Grade 14 and 15 positions must be individually designated, requiring the completion of questions 3 through 18.

- | | |
|---|---|
| <input type="checkbox"/> Attorney—Moderate | <input type="checkbox"/> IT Specialist (Enterprise Architecture)—Moderate |
| <input type="checkbox"/> Bench Scientist, such as chemist, biologist, etc.—Moderate | <input type="checkbox"/> IT Specialist (Internet)—High |
| <input type="checkbox"/> Contract Project Officer—Moderate | <input type="checkbox"/> IT Specialist (Network Services)—High |
| <input type="checkbox"/> Contract Specialist—Moderate | <input type="checkbox"/> IT Specialist (Operating System)—High |
| <input type="checkbox"/> Criminal Investigator (all grades, all positions)—High | <input type="checkbox"/> IT Specialist (Policy and Planning)—Moderate |
| <input type="checkbox"/> Deputy Division or Division Director—High | <input type="checkbox"/> IT Specialist (Security)—High |
| <input type="checkbox"/> Financial Specialist/Accountant/Budget Analyst—Moderate | <input type="checkbox"/> IT Specialist (System Administrator)—High |
| <input type="checkbox"/> Grants Project Officer—Moderate | <input type="checkbox"/> IT Specialist (Systems Analysis)—Moderate |
| <input type="checkbox"/> Grants Specialist (GS 12 and below)—Low | <input type="checkbox"/> On-Scene Coordinator (all grades, all positions)—High |
| <input type="checkbox"/> Grants Specialist (GS 13 and above)—Moderate | <input type="checkbox"/> Permit Writer—Moderate |
| <input type="checkbox"/> HR Specialist (Benefits)—Moderate | <input type="checkbox"/> Public Affairs Specialist/Community Involvement Coordinator—Moderate |
| <input type="checkbox"/> HR Specialist (Classification)—Low | <input type="checkbox"/> QA Scientist—Moderate |
| <input type="checkbox"/> HR Specialist (ER/LR)—Moderate | <input type="checkbox"/> RCRA Corrective Action Officer—Moderate |
| <input type="checkbox"/> HR Specialist (Generalist)—Moderate | <input type="checkbox"/> Remedial Project Manager—Moderate |
| <input type="checkbox"/> HR Specialist (Staffing)—Moderate | <input type="checkbox"/> Site Assessment Manager—Moderate |
| <input type="checkbox"/> HR Specialist (Training)—Low | <input type="checkbox"/> Support Services Specialist—Moderate |
| <input type="checkbox"/> Inspector—Moderate | <input type="checkbox"/> Toxicologist—Moderate |
| <input type="checkbox"/> IT Specialist (Application Software)—High | |
| <input type="checkbox"/> IT Specialist (Customer Service)—Moderate | <input type="checkbox"/> OIG Employee (all grades, all positions)—High |
| <input type="checkbox"/> IT Specialist (Data Management)—Moderate | <input type="checkbox"/> Other Known High-Risk Position—High |
| | <input type="checkbox"/> Supervisor of High-Risk Employee(s)—High |

3. Requires access to classified information or materials? ☐ Yes ☒ No (If "Yes," include clearance justification w/package.) What clearance level is required? ☐ Secret ☐ Top Secret

NOTE: If you answered "Yes" to No. 2 and have answered No. 3, skip remaining questions, print pages 1-2, and sign/date the form.

SF 52 Request #: _____

Answer all "Yes/No" questions based on the FPL position description. If explanations are requested, attach additional pages.

4. Requires access to sensitive information or materials? ☒ Yes ☐ No (If "Yes," check all that apply.)
- | | |
|---|---|
| <input checked="" type="checkbox"/> EPA's financial resources/records | <input checked="" type="checkbox"/> Confidential business information |
| <input checked="" type="checkbox"/> Proprietary information | <input checked="" type="checkbox"/> Personally identifiable information (e.g., address) |
| <input checked="" type="checkbox"/> Audits (e.g., financial reviews) | <input checked="" type="checkbox"/> Sensitive personally identifiable information (e.g., SSN, date of birth) |
| <input type="checkbox"/> Investigations (e.g., CID) | <input type="checkbox"/> Other information that, if compromised, could cause harm (describe on separate page) |
5. The scope of this position is: ☐ Local ☒ Regional ☐ National ☐ Global
6. The impact/potential harm this position could cause would be: ☒ Internal to EPA ☐ Multi-Agency/Government-wide ☐ Beyond the Government
7. Position is a presidential or political appointment: ☐ Yes ☒ No
8. Requires access to hazardous or dangerous material (nuclear, biological, or chemical): ☐ Yes ☒ No
What materials are involved? _____
9. Makes policy that affects AAship, Regional or Agency operations (not simply local branch or section operations):
☐ Yes ☒ No Describe: _____
10. Makes independent decisions or authoritative recommendations that are not subject to substantive verification or supervisory approval/sign off: ☐ Yes ☒ No
11. Obliges the agency to take action or spend funds: ☐ Yes ☒ No
What actions? _____ What amount of funding typically? _____ What is the ceiling? _____
12. Interacts with external contacts when performing duties and/or represents the agency to citizens or external organizations: ☒ Yes ☐ No (If "Yes," check all that apply.)
- | | |
|--|--|
| Communicates with: | Communication methods: |
| <input checked="" type="checkbox"/> EPA personnel | <input checked="" type="checkbox"/> Shares factual information (e.g., technical or policy reports, outreach, or public relations material) |
| <input checked="" type="checkbox"/> Government entities outside of EPA | <input checked="" type="checkbox"/> Participates in meetings, conferences, or seminars |
| <input checked="" type="checkbox"/> Audience beyond government, including media, private industry, academia, environmental interest groups | <input checked="" type="checkbox"/> Posts material on the EPA intranet or public website |
| | <input checked="" type="checkbox"/> Represents agency or negotiates/defends significant or controversial matters |
13. Protects or identifies critical infrastructure systems/programs, such as water treatment, other utilities, or telecommunications: ☐ Yes ☒ No
What systems/programs are involved? _____
14. Directly enforces health regulations and/or protects public safety: ☐ Yes ☒ No
15. Investigates or audits government or nongovernment personnel, programs, and/or activities: ☐ Yes ☒ No
(Note: Relates to investigating and auditing, but not simply overseeing.)
What personnel, programs, and/or activities are involved? _____
16. Information technology (IT) position that creates, programs, administers, or protects government IT systems, databases, or infrastructure: ☐ Yes ☒ No (Note: Does not apply to positions that only use IT systems.)
17. Requires official EPA credentials: ☐ Yes ☒ No
(Note: Credential bearers represent the agency and perform specific civil enforcement tasks, e.g., EPA inspectors.)
18. Other unique or critical characteristics/duties/requirements not previously covered? ☐ Yes ☒ No
Describe: _____

(b) (6)

U.S. OFFICE OF PERSONNEL MANAGEMENT

INVESTIGATE POSITION DESIGNATION OF NATIONAL SECURITY AND PUBLIC TRUST POSITIONS
(SUMMARY)

Position Designation Record

Agency	Environmental Protection Agency
Position Title	Environmental Engineer
Series and Grade/Pay	GS-0819-13
Band	
Position Description	74961
Number	

Potential for Compromise or Damage

Duties

Government service delivery, including customer service or public liaison duties

Degree of Potential for Compromise or Damage

- Duties involve customer service responsibilities and/or public liaison that could cause limited damage to individuals, business entities, or government programs or operations

Adjustment for Program Designation and Level of Supervision

Adjustments**Label**

Adjustment for Scope of Program and Correlation to Extent of Impact (see definitions)

Multi-agency impact

Adjustment for level of supervision or other controls

Limited or no supervision - ability to act independently in almost all areas almost all of the time

Total Points Designation

Label	Points	Suitability	
Total Initial Position Designation Points from Step 2	1		Investigation Form Required
Adjusted Position Designation Points from Step 3	21	MBI	SF 85P

Signature: Yulonda ThorpeDate: 1/15/2014Name: Yulonda Thorpe, HR Specialist

* MODERATE RISK *

Orig attached to 52 pkg